

Job Description

Title: Executive Director, Watershed Friends

Reports To: Board of Directors

Location: Watershed Friends, 2518 Route 202, Winthrop, ME 04364 (mailing address: PO Box 206, East Winthrop, ME 04343):

Watershed Friends is entering its 25th season of protecting our lakes. We are the only non-profit dedicated to monitoring and managing Aquatic Invasive Species (AIS) for the entire Cobossee watershed. Our watershed-wide approach positions us to act as a liaison between lake associations and the Maine Department of Environmental Protection.

We're excited to find a collaborative and dynamic professional to join our team.

Your exceptional communication skills will be vital in building strong relationships with a wide range of stakeholders, from individual supporters and community leaders to organizational partners and internal teams. You'll effectively represent our mission in any setting, from small-group meetings to public presentations.

A significant part of this role involves immersing yourself in the Watershed communities, actively networking to cultivate crucial partnerships that advance our strategic objectives.

We're looking for someone skilled in the entire major donor development cycle, from identifying and qualifying new prospects to stewarding our valued existing donors. You will play a key role in deepening engagement and commitment.

Additionally, you'll proactively research and secure new funding avenues, including developing compelling grant proposals and forging strategic corporate sponsorships. Your efforts will be crucial in ensuring the sustained growth and diversification of our philanthropic support.

Our focus is clear: protecting the health of the watershed through a strong, three-pronged approach:

- **Prevention:** Inspecting boats for AIS through Courtesy Boat Inspections (CBI)
- **Detection:** Conducting surveys to identify AIS
- **Elimination:** Removing AIS where needed, with the goal of eradicating it within our watershed

We have an annual staff of 3 and manage a seasonal staff of over 40.

Key Responsibilities

- **Fundraising & Revenue Generation:**

Partner with the Board of Directors to direct fundraising efforts, cultivate donor relationships, and develop new opportunities to secure the necessary resources to support the organization.

- **External Relations:**

Serve as the primary spokesperson for the organization, while partnering with volunteers, to build and maintain relationships with the community, media, and other stakeholders. Lead the education of the entire watershed community on the mission and goals of the organization.

- **Strategic Leadership:**

Develop and implement Watershed Friends' strategic plan, setting priorities with the Board of Directors and ensuring alignment with the mission.

- **Financial Management:**

Partner with Board members and the Board Treasurer to oversee all aspects of the organization's finances, including budgeting, reporting, and maintaining fiscal health.

- **Program Oversight:**

Manage the operations of programs, ensuring they are effective and deliver maximum impact.

- **Board Relations:**

Work collaboratively with the Board to provide information and guidance for policy decisions and strategic direction.

- **Staff & Volunteer Management:**

Oversee hiring, supervising, and motivating staff, while fostering a positive, collaborative, and productive organizational culture.

Recruit, develop, manage, and partner with volunteers to implement the organization's goals.

- **Compliance:**

Ensure the organization adheres to all legal and regulatory requirements.

Essential Qualities

- **Mission**

Ability to gain knowledge and be passionate about watershed issues.

- **Visionary Leadership:**

Articulate and drive the organization's vision and strategic direction.

- **Relationship Building:**

Establish strong relationships with various stakeholders, including volunteers, donors, partners, and community leaders, who may all have competing priorities.

- **Communication:**

Effectively communicate with internal and external stakeholders, including the board, staff, volunteers, donors, and the public.

- **Resourcefulness:**

Develop innovative strategies to achieve goals and meet operational needs, often with limited resources.

- **Strategic Thinking:**
Plan for the organization's future and identify opportunities for growth and improvement.
- **Financial Acumen:**
Understand budgeting, financial reporting, and the fiscal responsibilities of a nonprofit.

Desired qualifications:

- Experience with marketing, public relations, and fundraising from individual contributions, sponsorships, large donors, events, and grants
- 5 years of experience in a senior leadership role, with responsibility for personnel management and fiscal responsibility
- Advanced degree or comparable professional experience
- Past success working with a Board of Directors
- Strong written and verbal communication skills
- Familiarity with Little Green Light or other donor management software preferred